

Electronic Document Filing Instructions
Fourth Appellate District

Name your document using the naming convention below. Please no spaces:

Case Number_Abbreviation of Document Title_Filing Party

For example: D123456_CIS_Doe
E123456_CIP_StateFarmIns
G123456_SUB_Jones

Abbreviations that are to be used for naming your documents:

- | | |
|---|-----|
| • Abandonments | aba |
| • Certificate of Interested Persons of Entities | cip |
| • Change of Address | cha |
| • Civil Case Information Statement | dk |
| • Requests for Dismissal with No Briefs Filed | red |
| • Request for Oral Argument | roa |
| • Stipulation for Extension of Time (Civil) - up to 60 days | sex |
| • Substitution / Association of Counsel | asn |
| • | |

Documents must be:

- A single, text-searchable PDF file. Please note that scanned images are NOT text-searchable.
- No more than 5 MB in size
- An exact duplicate of the paper copy.

See also Cal. Rules of Court, rules 8.70 to 8.79